LEA (School): _____   Interviewer: _____

Administrator: _____   Date: _____

1	What are the best things that are happening in your special education program?

2	**Child Find**
2e	Describe child-find activities in your LEA, including outreach to highly mobile students (i.e., migrant and homeless) and those advancing from grade to grade.

3	**Confidentiality of Records**
3i	How does the LEA train teachers and staff on its procedures to ensure confidentiality of student records?
3j	Who maintains the current listing of the names and positions of individuals having access to personally identifiable information on students with disabilities and where is the listing located?

4	Student Information to Educators
4g	How do you inform general education/special education teachers, related services/other providers of their respective responsibilities in implementing the IEP and accommodations, modifications, and supports provided for the student?
4h	Describe LEA procedures for accessing records by general education teachers, related service providers, and other service providers for their students with disabilities.

5	U-PASS Data
5c1	What type of U-PASS data are you able to access? Are there other types/formats which would be useful?
5c2	Describe 2 ways you have utilized data provided from U-PASS testing results.
5d	What impact has U-PASS data had on the development of IEP goals and curriculum?

5f	How do you coordinate with the LEA testing department to ensure that students with disabilities take tests with appropriate accommodations as stated in IEP?

6	**Least Restrictive Environment**
6f	How do you ensure a continuum of service options is available for students with disabilities? What service options are you using?
6g	How are decisions for placement in more restrictive settings outside your school made?
6h	How do you ensure that each student with disabilities participates with non-disabled students to the maximum extent appropriate to their needs in nonacademic and extra-curricular services and activities?

7	**Caseloads**
7c	Describe your process for overseeing the caseloads of special education teachers and related service providers.

11	**LRBI/Discipline and Safe Schools Data**
11g	Who maintains disciplinary information on students with disabilities? Where are those records located?
11h	How are incidences, types, and durations of disciplinary actions, including suspensions of one day or more tracked?

11i	What are the interim alternative educational settings used when students with disabilities are: • Suspended long term? • Expelled from school for disciplinary reasons? • Removals for weapons or drugs? • Removal by a hearing officer due to a substantial likelihood of injury to the student or to others?

Elementary	Secondary

11n	How is training provided for staff on specific behavior procedures selected for a student? Who trains paraeducators on these procedures?
11o	How are staff members trained to use emergency procedures involving restraint? What is being used? (such as Mandt)

13	**Extended School Year (ESY)**
13c	What do the ESY services provided by the LEA look like? • Type • Amount • Duration

13d	Which students in your LEA generally are receiving ESY services? How is this determined?

15	**Professional Development and Highly Qualified Staff**
15a	How do you provide staff training on USBE Special Education Rules?
15c	How are the professional development needs of special education and related service providers in the LEA identified?
15d	How do you identify the training needs of paraeducators in your LEA?
15e	Describe the type of professional development activities provided by the LEA.
15f	Which special education teachers/related service providers do not have the required license and endorsements for their assignments? Does this include highly qualified requirements? (Ask for a list of teachers/related service providers and assignments.)
15g	What supports are in place to help them become qualified?

15i	What unfilled needs do you have and in what kinds of positions this year?

18	**Early Intervening Services**
18a	Is the LEA using Part B funds for Early Intervening Services? How much?
18b	How are you collecting data on students served by Early Intervening Services and which students are later determined IDEA eligible (if applicable)?

19	**SLD Eligibility**
19a	What method does the LEA use to determine SLD eligibility? (RTI Model or discrepancy?)
19b	If needed, what plans do you have to change?

20	**IEP Meetings**
20a	How are your teachers documenting excusal or attendance not needed at IEP meetings?

21	Resources
	What additional resources and/or trainings do you need to improve the special education programs in the LEA?

Additional Comments by Special Education Director: